

## **NOTICE OF TEMPORARY POSITION**

**The following temporary position is available in Vigo County, Indiana:**

Election Worker to begin working in March.

### **Summary:**

The Election Worker acts on behalf of the Vigo County Election Board by performing diverse and sometimes complex duties to prepare material and equipment for Election Training, Election Day, and Election Clean up. This position will also handle election voting equipment. This requires manual labor in moving, arranging, repairing, and maintaining machines weighing approximately 55 pounds each.

### **Responsibilities of position:**

- Prepare various materials for Election Day
- Repair and maintain voting equipment
- Organize and maintain voting parts and material for inventory
- Participate in delivery and pick up of voting equipment for the Polls
- Performs other related essential duties as required

### **Knowledge, skills, and abilities required:**

- Ability to comprehend and correctly use a variety of informational documents
- Ability to work under moderately stressful conditions, to respond immediately to urgently needed services
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; as well as ability to behave in a friendly, understanding, helpful, and professional manner with clients and customers, coworkers, supervisors, and the general public - no all laborers will be working with the public
- Ability to maintain inventory of parts, materials, and supplies
- Ability to maintain and repair voting equipment
- Ability to organize voting material and equipment
- Ability to plan and execute the delivery and pick up of voting equipment
- Ability to lift and move machines that weight approximately 55 lbs each – not all laborers will be required to do this
- Computer skills required for only certain workers

**Worksite:** 33 S. 3<sup>rd</sup> Street  
Terre Haute, IN 47807

**Salary/Pay:** \$8.00 per hour depending on level of skills required

**Days/Hours:** Seasonal work – usually 2 months before an election and 1 month after an election. There are 2 elections a year. Usually Monday thru Friday 8am to 4pm. When close to the election may require a few extra hours.

**To apply: Please fill out an application and include a resume with it. Applications are available at the Commissioners office. Or information can be mailed.**

**Attention: Human Resources**

**@ Vigo County Commissioners office  
650 S. 1<sup>st</sup> Street  
Terre Haute, IN 47807**

**Date of Posting: 02/17/10**